

From: [Scheff, Lisa](#)
To: 71025-43801527@requests.muckrock.com
Subject: City of Palo Alto CPRA Request W001705-040119
Date: Friday, April 26, 2019 5:03:00 PM
Attachments: [image001.png](#)

Hello Mr. Smith,

I received word that you had contacted the Palo Alto City Manager's office today to make an inquiry regarding your California Public Records Act Ref: W001705-0411019. I just tried calling you directly and left you a voicemail message. In that message, I said that I would try to send you an email to the address us used via Muckrock. Below is a snip of the communication I sent via the Gov.QA portal on 4/12/2019:

This letter is to clarify what information that you are seeking from the City. Please confirm if you are looking for key words in a derogatory manner, or any time used. For example, are you looking for every time the company "Survey Monkey" is listed, the NHL Hockey Team Las Vegas Golden Knights, or White when it refers to the last name of a person, a color of a vehicle, color of a building/house, or name of a Business/Corporation? If not, and you are willing to narrow your request to emails that are the Key Word phrases you provided, then this should allow us to have a more focused search. Please respond to my request for clarification so that we may proceed.

Please feel free to contact me directly so that I may know how you want to proceed.

Thank you,



Lisa Scheff | Public Safety Program Manager/Records
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Please think of the environment before printing this email – Thank you!